

Our ref.: 5346-17/IPCC/TFI

To designated IPCC Focal Points and
Ministries of Foreign Affairs (MFAs)
(if no focal point has been designated)

COPY

Geneva, 7 November 2017

Subject: Methodology Report titled “*2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories*” (2019 Refinement)

Sir/Madam,

On behalf of the Co-Chairs of the IPCC Task Force on National Greenhouse Gas Inventories (TFI), Eduardo Calvo and Kiyoto Tanabe, I have the honour to inform you that the First Order Draft (FOD) of the Methodology Report titled “*2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories*” (2019 Refinement) will be on **20 November 2017** open for registration for expert review for a ten-week period, starting on **4 December 2017**.

Following an IPCC call for nominations in October 2016 to member governments and observer organizations for experts to participate in the production of the *2019 Refinement*, Coordinating Lead Authors, Lead Authors and Review Editors were selected by the Task Force Bureau in February 2017 from the large number of nominations received. The authors are now working on a first draft report [First Order Draft (FOD)] of the 2019 Refinement, which will be available for expert review from **4 December 2017 to 11 February 2018 midnight (GMT +1)**.

The expert review of the FOD is a key element of the IPCC assessment process. The purpose of this expert review is to help ensure that the report provides a balanced and comprehensive assessment of the latest scientific findings. The IPCC Procedures state that the expert review process shall be objective, open and transparent, with a wide circulation that aims to involve as many independent experts as possible in the IPCC process, seeking a range of views, expertise, and geographical representation. In addition, the review shall be undertaken by experts nominated by governments and observer organizations.

All those previously nominated for any role in the *2019 Refinement* by governments and observer organizations but not selected will be informed separately about the expert review and invited to register. Governments and observer organizations are now asked to encourage additional experts to participate in the expert review of the FOD of the *2019 Refinement*.

An online registration process will be open on **20 November 2017** for prospective expert reviewers via the IPCC TFI FOD Review webpage:

<http://www.ipcc-nggip.iges.or.jp/home/2019refinement/fod.html>

Registration will start on 20 November 2017 and close on **4 February 2018 midnight (GMT +1)**.

Additional information on the role of Expert Reviewer is available in Annex 1 of Appendix A to the Principles Governing IPCC Work.

If you have any questions about the process, please contact the IPCC TFI Technical Support Unit at <2019_Refinement_Review@iges.or.jp>.

As a reminder, the expert review of the FOD starts on 4 December 2017, and ends on 11 February 2018 midnight (GMT + 1), and is an expert review only. The government and expert review of the Second Order Draft of the 2019 *Refinement* will follow in 2018 (2 July to 9 September 2018).

A copy of this letter is being sent for information to the Ministry of Foreign Affairs and to the Permanent Representatives from your country to the World Meteorological Organization and to the United Nations Environment Programme.

Yours sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by a checkmark-like flourish.

(Abdalah Mokssit)
Secretary of the IPCC